

U.S. Army Safety Center

Commander's Accident Prevention Program

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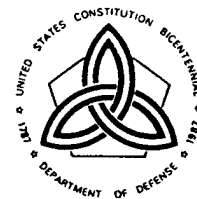
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DEPARTMENT OF THE ARMY
UNITED STATES ARMY SAFETY CENTER
FORT RUCKER, ALABAMA 36362-5363



REPLY TO
ATTENTION OF

CSSC-Z

15 SEP 1989

MEMORANDUM FOR ALL ASSIGNED PERSONNEL

SUBJECT: U.S. Army Safety Center Commander's Accident Prevention Plan

1. The enclosed accident prevention program formally establishes the accident prevention safety plan within the Safety Center. It will outline personnel responsibilities, provide implementation instructions, goals, and methods to monitor the success of the safety program. This accident prevention plan will aid you in the accomplishment of the unit's missions without accidental loss of personnel or equipment.
2. We will not waive operational safety requirements set by Army Regulations or this accident prevention program. Should a deviation of an established safety procedure or directive occur because of an emergency, the individuals involved will furnish me with a complete report of the incident as soon as possible after the event.
3. Improvements to this plan are encouraged. To do so, contact the proponent for this plan, the aviation safety officer.

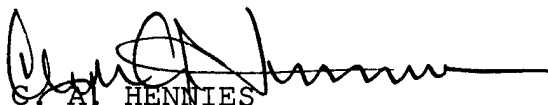

C. A. HENNIES
Brigadier General, USA
Commanding

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The below Table of Contents outlines subjects maintained within the Aviation Safety SOP. Of particular interest are items not included within the Aviation Accident Prevention Program but maintained with the Standardization SOP. They include training, orientation flights, night operations, and crew rest. The following subjects are not applicable to the U.S. Army Safety Center (USASC): terrain flights, cargo operations (resupply), gunnery, airfield/helipad operations, maintenance safety, tactical field safety, parachute operations, rappelling, and formation flying. Additionally, Safety Council meetings at the USASC will be at the call of either the commander or his designated representative, and not each quarter as designated within AR 385-95.

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Annex 1

Aviation Safety



Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.

This accident prevention program applies to all personnel and resources assigned or attached to the Safety Center.



Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.



REPLY TO
ATTENTION OF

CSSC-Z

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SAFETY CENTER
FORT RUCKER, ALABAMA 36362-5J63



15 SEP 1999


MEMORANDUM FOR ALL U.S. ARMY SAFETY CENTER PERSONNEL

SUBJECT: Commander's Safety Philosophy

My philosophy on aviation safety is simple--it's common sense, and prior to any flight, everyone should have accomplished thorough pre-mission planning. This includes proper crew selection, ensuring the mission can be accomplished within regulatory and unit requirements, and finally, making a complete weather analysis.

We live with the additional pressure of "being at the Safety Center." That relationship comes with clear expectations. Those expectations include precise by-the-book operations and constant readiness. This includes crew readiness for the unexpected by maintaining flight proficiency. Remember! Each flight should be viewed as an evaluation, and when passengers are on board, you're being graded during every phase.

Finally, safety meetings are an operational necessity for a viable exchange of professionalism. They are the KEY to our overall unit Strategy which focuses on Training, Standardization, and Safety. Each provides an important element to our program. Training gives us the confidence to perform, standardization gives us the ability, and lastly, safety gives us reliability. Together, they create a system where everyone benefits; however, these benefits rely directly on your active participation.


C. A. HENNIES
Brigadier General, USA
Commanding



Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program

1. **Commander:** The commander is ultimately responsible for the conduct of the safety program. However, the Chief of the Investigation Division is responsible for overseeing unit operations, safety, and standardization. Maintenance is provided by Beech Aeronautical Services, Incorporated, (BASI) addressed under separate cover (see the unit contracting officer).
2. **Safety Officer:** The safety officer assists and advises the commander on all matters pertaining to safety. Duties of the safety officer are contained within this accident prevention program. In addition to those duties, he will:
 - a. Conduct follow-up actions on all recommendations submitted by boards, special councils, safety meetings, and inspections.
 - b. Ensure that required Preliminary Report of Aircraft Mishaps (PRAMS) are investigated and reported, as required.
 - c. Act as a technical advisor for mishaps at the direction of the Commander for accidents involving USASC assets.
 - d. Observe flight and ground operations to detect and correct unsafe practices.
 - e. Monitor unit operations and training.
 - f. Maintain close contact with, advise, and assist responsible personnel in primary functional areas of standardization, operations, supply, maintenance, and ground safety.
 - g. Review unit SOPs to ensure the implementation of this program and compliance by all personnel with proper procedures.
 - h. Review training procedures to identify and eliminate deficiencies.
3. **Safety NCO:** A Safety NCO is not assigned to the Safety Management Program due to the minimal number of personnel within the program.
4. **FOD Control Officer:** BASI and the Maintenance COR maintain FOD responsibility for their shops and assigned aircraft.

5. Individual Responsibilities for Safety: Mishap prevention is the responsibility of each individual while on- or off-duty. It is also the responsibility of each individual to comply with safety rules, regulations, and policies. In addition, each individual will correct or report unsafe conditions, report all accidents, and when appropriate, warn others of known hazards or of their failure to observe safety rules.

Annex 1***U.S. Army Safety Center Commander's Accident Prevention Program***

PURPOSE: The primary purpose of accident prevention surveys and inspections is to keep the commander informed of the effectiveness of his Accident Prevention Program. The Safety Center has a nominal number of inspectable areas and therefore will conduct its safety survey semi-annually of those areas available for inspection. The results will be reported to the commander and a follow-on evaluation made of those discrepant areas. Higher level inspections may be used to meet this requirement.

Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.

Safety Councils. The U.S. Army Safety Center is a member of the USAAVNC Safety Council at Fort Rucker. The commander or a director may wish to convene, however, an in-house council to resolve special issues or problems. The safety officer will maintain at least a copy of the recommendations or agenda from those meetings.

Tab F Safety Meetings and Programs

Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.

1. Aviation Safety Meetings. All actively flying crewmembers will attend a monthly aviation safety meeting. Rotarywing pilots normally attend the safety meetings sponsored by the USAAVNC but should attend the Safety Center meetings also. The meetings will be held in an informal atmosphere and will last approximately one hour. During the meetings, subjects pertaining to both rotary- and fixed-wing will be taught first, followed by fixed-wing specific subjects so that rotary-wing aviators may leave (if they desire). If for some reason a crewmember is unable to attend a meeting, he will review the minutes or receive a makeup briefing.

2. Safety Program Education. Safety education is an ongoing requirement and is based on 3-year cycles. The program consists of standardization, aeromedical, and general subjects.

a. Standardization. In addition to those items already incorporated within the standardization SOP, the following programs will be administered on a cyclical basis:

(1) Flight Safety Refresher Training (Fixed-Wing). This is a quarterly program in which each fixed-wing pilot will attend Flight Safety International and receive systems training. Additionally, each pilot will attend the entire Flight Safety Refresher Program every 3 years.

(2) Cockpit Crew Coordination Training (Rotary- and Fixed-Wing). This program may require that crews be sent to a professional school administering cockpit crew coordination training. Although a formal course of instruction has not yet been identified to meet USASC needs, once selected, we expect that crews will be sent to school every 3 years and during the course of the years between, formal refresher training will be provided (yearly). NOTE: The refresher training may be in-cockpit training. Funding will be from general USASC funding.

(3) Weather Radar Training (Fixed-Wing). A formalized weather radar class will be administered every 3 years with refresher training between cycles (yearly). A weather radar class (usually in conjunction with the semi-annual weather update) will be given at the start of thunderstorm season. A log will be maintained by the ASO.

b. Aeromedical Training (Rotary- and Fixed-Wing). Based on flight surgeon input and requirements set by FM 1-301, the following topics will be taught on the cycles indicated:

(1) Yearly Training. As a minimum, the following subjects will be taught yearly:

- Noise in Aviation
- Illusions of Flight and Night Flight
- Stress and Fatigue
- Health Maintenance

(2) Three-Year Cycle Training. As a minimum, the following subjects will be taught at least once during a 3-year cycle.

- Altitude Physiology
- Spatial Disorientation
- Vision in Aviation
- Protective Equipment
- Toxic Hazards in Aviation
- Survival Equipment Training (radio, over water kits)
- Circadian Rhythm (work-rest cycle).
- Crew rest.

c. General Subjects (Rotary- and Fixed-Wing). In addition to specialized training previously mentioned, general subject material must also be taught. These include:

- Semi-annual Weather Update (twice yearly).
- Class on performance planning and crew coordination.
- Classes on aerodynamics, instrument refresher updates and systems training.
- Classes on FOD (in conjunction with other classes).

NOTE: To assist in proper tracking of the subject matter listed in a thru c above, a tracking sheet may be used or the dates classes were taught could be entered in the SOP itself.

3. General Safety Classes and Briefings. General safety classes and briefing requirements are maintained within the ground safety program, Appendix 1. Noteworthy, however, is cardiopulmonary resuscitation (CPR) training which is available to all flight crewmembers (rotary- and fixed-wing).

Annex 1***U.S. Army Safety Center Commander's Accident Prevention Program.***

1. Goal of the Operation Hazard Report (OHR) Program. The goal of the OHR program in this unit is to identify and report all hazards that could result in a mishap. Blank OHR forms will be maintained on the aviation bulletin board, and blank DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) will be maintained by the unit safety officer. Any member of this command can submit an OHR or DA Form 4755 for noted hazards and will receive a response within 10 working days of submission of the report.
2. The mechanics of the OHR system are outlined in AR 385-95, Change 1. The unit safety officer will investigate the report, make appropriate recommendations for corrective action, and forward the report back to the individual.
3. The OHR system is an excellent means of getting corrective actions to safety problems, and this system should be stressed at safety meetings periodically.
4. An OHR Suspense Log will be maintained in the unit safety file. All OHRs processed into, out of, or within the unit will be logged. The following information will be provided in the log:
 - a. Date of the OHR.
 - b. Date the OHR was sent out or received.
 - c. Suspense date (10 working days in-house).
 - d. Date the OHR back or sent back.
 - e. Originator of the OHR.
 - f. Summary of hazard.
 - g. Summary of corrective actions.

Annex 1***U.S. Army Safety Center Commander's Accident Prevention Program.***

1. Safety bulletin boards will be established and located in areas where personnel will see them daily. Information on the board will be neat, current, interesting, and directly related to safety and mishap prevention. All bulletin boards will include the name and phone number of the USASC safety officers.
2. What is posted on the safety bulletin board relating to mishap prevention is limited only by the ingenuity of the person maintaining it, but as a minimum, it will contain the following:
 - a. Current Safety Meeting minutes and Council Meeting minutes.
 - b. The Commander's Safety Philosophy.
 - c. Blank DA Form 2696-R, Operational Hazard Reports, for the use of USASC personnel.

Tab I Aviation Composite Materiel Safety

Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.

1. Purpose. To establish procedures and guidelines in regard to aviation composite materials so that exposure to such material does not result in physical harm or illness to investigators.

2. Responsibilities.

a. Operations. Operations personnel must evaluate all accidents for the need to ensure that composite material will not result in endangerment to investigation personnel. Guidelines for evaluation are listed in paragraph 5, this tab. Additionally, operations personnel will ensure the following:

(1) That a composite materiel safety kit is issued to the board president of an investigation team where safety from composite material is determined to be required.

(2) That coordination is made with the activity having the accident so that on-site personnel can properly equip themselves to prevent injury. Guidelines for use of proper equipment are contained in paragraph 6 of this tab.

b. Board president. The accident team board president has the overall responsibility to ensure personnel are properly attired and equipped for an investigation involving composite materials. Specifically, he will:

(1) Ensure only properly equipped board members enter the accident site area. See paragraph 6 for proper equipment.

(2) Ensure that recovery team support is properly attired to prevent composite material injury or illness.

c. Individual board members. Board members have the responsibility to ensure they use the appropriate protective equipment when subjected to fragmentation and/or burning of composite materials. See paragraph 6 to determine the proper equipment.

3. Background. Aircraft accidents involving composite materials which fragment or burn upon, or after, impact may pose a significant health threat to investigation teams. Those aircraft which contain a potentially damaging quantity of composite materials include--

AH-64, CH-47D, OH-58D, V-22, UH-60.

To preclude potential harm, certain actions could be taken by investigating personnel to minimize danger. This SOP explains those actions.

4. Equipment to be used by investigation teams.

a. Upon the determination that a composite material hazard exists, a hazard materiel safety kit will be issued. It will be drawn from Operations and it contains:

(1) Two respirators (full face) which will be used when a fire has consumed composite materials.

(2) Disposable coveralls (three sets [two medium, one large]). These will be used when a fire has involved composite materials.

(3) Two pairs of leather-palmed gloves. These will be used whenever a fire has occurred or fragmentation is present.

(4) Copy of information paper "Potential Health Hazards of Advanced Composite Materials."

b. With the exception of the respirators and gloves, all equipment is expendable and should be discarded (through the post hazardous materials office) after use to prevent potential subsequent injury. However, recovery can be effected using plastic bags.

5. Evaluation criteria for issue of composite safety materiel kit. In evaluating an accident where composite material is involved, the following must be considered:

a. Fire

b. Fragmentation

If either of the above is involved, then a composite materiel safety kit must be issued.

6. Proper equipment use. To ensure that all personnel are adequately protected, the following guidelines will be followed.

a. Burning aircraft. Only emergency rescue personnel or firefighters should be in the immediate vicinity of the accident site during the burning and smouldering phase.

b. Previously burned composite materials (fire extinguished, no smouldering). All protective equipment, to include respirators, coveralls, and leather gloves, will be worn when at the accident site.

c. Fragmented composite materials (no fire involved). Leather gloves are to be worn as a minimum. However, if composite materials will be moved, then coveralls and respirators should also be worn.

7. On-site procedures. These are procedures designed to minimize the dangers of composite material fragmentation to personnel in the vicinity of the accident site.

a. Security. The accident site must be cordoned off with a single entry and exit point. All unauthorized personnel must be restricted from the accident site and personnel should avoid downwind locations.

b. Postcrash fire. Once the fire has been extinguished, the wreckage cooled, and no smoke exists, the composite materials must be sprayed with a fixant. A fixant is similar to an acrylic floor wax which can be locally purchased or commercially procured. Alternatively, polyacrylic acid (B. F. Goodrich XL-II) can be used. Either product is satisfactory and must be sprayed on the entire area consumed by fire. By doing this, the composite material fragments are held in place.

c. Prior to shipment of composite materials, ensure they are heavily wrapped in plastic.

d. All personnel must shower as soon as reasonably possible after working with burned composite materials.

e. All equipment (except the respirators) may be discarded after use. Respirators will be serviced by the safety officer upon return to the Safety Center.

Tab J Foreign Object Damage (FOD) Program

Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.

1. Purpose. To establish procedures and guidelines for controlling and preventing FOD.

2. Responsibilities. BASI, in coordination with the COR, has responsibility for FOD control. However, pilots have responsibility from the user standpoint. As a result,

a. Pilots will:

(1) Visually inspect their aircraft for FOD and report all FOD discovered to the ASO.

(2) Be on the alert during takeoffs, landings, and taxi operations to watch for FOD. When found, they will report it.

(3) Ensure they adhere to propeller tip erosion control measures.

b. Safety officer will:

(1) Act as a conduit for all reported instances of FOD and ensure FOD reports are investigated.

(2) Bring FOD subject matter up at safety meetings.



Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.

PRE-ACCIDENT PLAN

1. In the event you are notified of a USASC accident, perform the following:

a. Obtain:

(1) Name, location, and phone number of person calling.

NAME: _____

LOCATION: _____

PHONE #: _____

(2) Aircraft serial number: _____

(3) Crewmembers and passengers (name, unit, SSN).

(4) Location of accident: _____

Altitude: _____

(5) Time of the accident: _____

(6) Synopsis of the accident: _____



(7) Injured personnel and their disposition:

(8) Location of crew (if different from "a"):

(9) Damage to the aircraft:

b. Call the following personnel and provide them with the obtained information.

- (1) Operations duty officer.
- (2) Unit safety officer, CW4 Seitzinger, 347-6034.
- (3) Unit operations duty officer, 255-3410.

c. Call the operations duty officer and tell him that all actions have been taken.

d. Personnel will use the pre-accident plan as a guide to further actions.

2. Personnel Actions:

a. Crewmembers:

- (1) Ensure blood and urine test is conducted. Use a local civilian hospital if necessary.
- (2) Call operations and provide update on crew/passenger disposition.
- (3) Secure site (as required).

b. Operations personnel:

- (1) Call the command group:
 - BG Hennies, 774-2978
 - COL Stolarcek, 347-3996
 - Chief, Investigation Division, LTC Cannon, 393-2797
- (2) Process the accident in accordance with current directives and policies outlined in the Operations SOP.
- (3) Arrange for transportation to the accident site.
- (4) Arrange for the formation of an accident investigation board (as appropriate) and have orders published.
- (5) Have the crewmember flight records (closed out), medical records (of all personnel onboard), personnel records (of all personnel) obtain and establish a repository for records collection.
- (6) Plan to provide a typist and office space for the board or arrange for those items.
- (7) Provide the UIC/office symbol listing to the board.

c. Maintenance Representative (COR):

- (1) Ensure the following items are obtained from BASI:
 - Aircraft historical books.
 - Six-month file.
 - Weight and balance records.
 - Operator's manual.
 - Parts manual (available upon request).
 - Maintenance reports.
- (2) Notify the ASO upon completion of all tasks.

d. Safety Officer:

- (1) Ensure that all appropriate SOPs are obtained to include operations, safety, pre-accident, and aircraft utilization.
- (2) Ensure a PRAM is filled out and sent.
- (3) Coordinate for photo lab support.
- (4) Obtain a weather statement for the board.
- (5) Obtain the flight plan (DD Form 175) and the weather (DD Form 175-1). Ensure the weight and balance form is obtained. Additionally, obtain the PPC and mission sheet.
- (6) Monitor all parties who are gathering information to ensure it is collected in a timely manner.

e. Public Affairs Officer: Provide information to the public as deemed appropriate by the commander.

Tab L Aviation Life Support Equipment

Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.

1. Purpose. To establish procedures for aviation life support equipment within the U.S. Army Safety Center.
2. Responsibilities. It is the PIC's responsibility to ensure that appropriate survival equipment is carried onboard the aircraft per AR 95-3 or the applicable federal aviation regulations.
3. Equipment maintenance. BASI will ensure that survival equipment is properly maintained.
4. Education. The safety officer will ensure that aviation life support equipment is included within the prevention program.



Annex 1***U.S. Army Safety Center Commander's Accident Prevention Program.***

1. Purpose. The primary purpose of a passenger-carrying operation SOP is to ensure USASC personnel are acquainted with the C-12 aircraft. Carrying passengers requires that the crewmembers maintain a high level of vigilance during flight and that the crew always considers their actions in regard to the comfort and safety of passengers.

2. Passenger training. The Safety Center generally carries the same passengers repeatedly which makes aircraft orientation seminars a viable tool in explaining the C-12 and specific safety considerations about it. Therefore, C-12 orientations will be given periodically (yearly) so that potential passengers may become better acquainted with the aircraft. The training will address the following areas:

- a. General overview and capabilities.
- b. Exits.
- c. Emergency equipment.
- d. Emergency procedures.
- e. Warning horns and lights (explanation of).
- f. Navigation system capabilities.
- g. Crew mix and procedural overview for movement in the aircraft.

3. Attendee requirements. The seminars are mandatory for newly assigned accident investigators. Accident investigators must also attend an aviation life support system class on over-water kits each year.

4. Crew requirements. Aircraft crews will ensure the following:

- a. That all passenger briefings are conducted in accordance with the operators manual.
- b. That passengers weighing over 170 pounds do not occupy rearward facing seats during takeoffs and landings.
- c. That except during extreme conditions normal approach angles are always used so as not to disrupt passengers.

5. Program monitoring. The passenger orientation briefings will be given by the safety officer and a log of attendees maintained.



Annex 1

U.S. Army Safety Center Commander's Accident Prevention Program.

Purpose. To provide tracking sheets for cyclical training within the Safety Center and inventory control for awards.

SAFETY MEETING TRACKING SHEET

CONTRACT COURSES

FSI Refresher: Quarterly Once every 3 years (complete)
Crew Coordination: Once every 3 years
Weather Radar: Once every 2 years
(Appropriate roster will be maintained of the above.)
Dates (Mo, yr)

Aeromedical Group: Yearly

___/___/___ Noise in Army Aviation: Yearly
___/___/___ Illusions in Flight and Night Flight: Yearly
___/___/___ Stress and Fatigue: Yearly
___/___/___ Health Maintenance: Yearly
___/___/___ Survival Equipment Overview: Yearly for passenger
orientation

Aeromedical Group: Every 3 Years (minimum)

_____ Altitude Physiology
_____ Spatial Disorientation
_____ Vision in Aviation
_____ Protective Equipment
_____ Survival Equipment Training (radio, over water kits.
_____ Circadian Rhythm (work-rest cycles)
_____ Crew Rest Requirements
_____ Cardiopulmonary Resuscitation Training

General Subject: Yearly

___/___/___ Performance Planning
___/___/___ Aerodynamics
 FOD (periodically discussed, not tracked)
___/___/___ Lessons Learned (use of actual accidents to convey
 problems with crew coordination.
 "Not Flightfax form."
___/___/___ Weather Updates: Semi-annual (includes flying in
___/___/___ Weather for the appropriate season such as ice,
 turbulence, thunderstorm formation)
___/___/___ In-house Crew Coordination Training: Yearly
___/___/___ Passenger Orientation Training: Yearly (includes
 over water overview)

NEW PERSONNEL INBRIEF (Cross out items covered)

NAME _____ DATE _____

Crew Rest Seatbelts Flying Safety Meeting Awards Reports

FICA Rpt DA Form 285 Emergencies PRAM _____

NAME _____ DATE _____

Crew Rest Seatbelts Flying Safety Meeting Awards Reports

FICA Rpt DA Form 285 Emergencies PRAM _____

NAME _____ DATE _____

Crew Rest Seatbelts Flying Safety Meeting Awards Reports

FICA Rpt DA Form 285 Emergencies PRAM _____

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Crew Rest Seatbelts Flying Safety Meeting Awards Reports

FICA Rpt DA Form 285 Emergencies PRAM _____

NAME _____ DATE _____

Crew Rest Seatbelts Flying Safety Meeting Awards Reports

FICA Rpt DA Form 285 Emergencies PRAM _____

Annex 2

Ground Safety



Ground Safety

Annex 2

U.S. Army Safety Center Commander's Accident Prevention Program.

1. Policy. AR 385-10, paragraph 2-4, requires all DA personnel, military and civilian, to: comply with safety and occupational health rules, regulations, and standards; use and maintain PCE provided for their protection; and report any unsafe and unhealthful working conditions and accidents to their immediate supervisor. In addition, AR 385-10 mandates that all Active Army, Army National Guard, USAR, and Army Civilian employees be provided training IAW subpart H, part 1960, title 29, Code of Federal Regulations.

2. Safety Responsibility.

a. The Commanding General, USASC, is the USASC safety officer. The ground safety officer assists him in that responsibility.

b. Supervisors are responsible for a safe and healthful work environment for their employees.

c. Employees are required to comply with all occupational safety and health standards and report hazardous conditions to their immediate supervisor.

3. CA-1 and CA-2 Forms for Office of Workers' Compensation Program (OWCP) Federal Employee Compensation Act (FECA) Claims:

a. The OWCP provides for the payment of workers' compensation benefits to civilian employees of all branches of the U.S. Government. Benefits include compensation for lost wages and medical costs for persons who are injured or disabled while performing their duties. Completion of CA-1 for traumatic injury or CA-2 for occupational disease are required to apply for these benefits.

b. When an employee is injured or disabled incident to the performance of assigned duties, the immediate supervisor must provide the employee a CA-1 or CA-2 Form. The employee must complete the employee portion of the form and then return the form to his or her immediate supervisor.

c. For traumatic injury cases, the supervisor must inform the employee of his or her right to elect continuation of pay or use sick leave. The supervisor will investigate each reported injury or occupational illness for each submitted CA-1/CA-2 and complete the CA-1 "Notice of Traumatic Injury," or CA-2 "Report of Occupational Illness." Each completed CA-1 and CA-2 must be reviewed and signed by the responsible USASC director/commandant. The report will be forwarded promptly

through the directorate/office chain of command to the USASC Ground Safety Officer.

4. Accident Reporting. Accidents will be reported IAW AR 385-40. All accidents will be reported promptly to the immediate supervisor. The immediate supervisor will investigate and record the accident on DA Form 285, except for civilian injuries which are reported on CA-1/CA-2. The completed DA Form 285 (or a copy of the CA-1/CA-2) will be forwarded through directorate/office chain of command to the USASC Ground Safety Officer.

5. Training.

a. Workplace Safety. 29 CFR 1960.59, Subpart H-Training mandates that all employees shall receive training regarding workplace safety.

b. CPR Training. CPR training will be available to all USASC personnel. All employees are encouraged to schedule CPR training through the safety officer (either ground or air).

c. Hazard Communication Training. Hazard communication training is required for all personnel exposed to hazardous chemicals in the workplace. See USASC memorandum, subject: Implementation of Hazard Communication Program, 3 Apr 89, for requirements and responsibilities.

6. Hazardous Chemical Inventory. Each directorate/office is responsible for initiating and maintaining a hazardous chemical inventory of all hazardous chemicals used in the workplace.

7. Material Safety Data Sheets. Material safety data sheets must be obtained for all hazardous chemicals used in the workplace. The USASC Supply Officer will obtain and maintain a master list of all material safety data sheets for the USASC.

8. USASC Safety Council. The joint aviation and ground USASC Safety Council will meet on the call of the commander to review accident experience, take necessary corrective action, and promote safety awareness.

9. Safety and Occupational Health Inspections. All USASC work sites will be inspected on an annual basis IAW AR 385-10 (chapter 4).

10. Holiday Briefings. Holiday briefings will be performed for the following holidays: Memorial Day, July 4th, Labor Day, Christmas/New Year. Each directorate will, in turn, provide the briefings. Memorandums concerning these briefings will be maintained by the safety officer (commencing in June 1990).

11. Failure to be concerned about safety not only places you at risk, but also places your co-workers, friends, and maybe even your own family at risk. Your attitude and commitment toward safety are of vital importance to your health and well-being.

It is especially important that we set the example for the field. Accident prevention/safety is our business and is our prime obligation to the Army.

12. Army Employee Hazard Reporting. All personnel are encouraged to report unsafe un healthful working conditions. To accomplish this, two mediums may be used. First is the OHR which is explained in the aviation safety SOP. However, another important vehicle and one which is just as proven is the DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions). They do not require signatures and may be submitted anonymously. All reports will be investigated fully and the originator (if known) will be notified in writing of the investigation's outcome.

13. Composite Materiel Safety. Composite materiel safety for ground accidents mirrors those requirements found in Annex 1, Tab I (Aviation) and can also be found in either the Operations SOP or Investigation Procedures Guide.



Annex 3

Fire Prevention



Fire Safety

Annex 3

U.S. Army Safety Center Commander's Accident Prevention Program.

1. Purpose. To establish the U.S. Army Safety Center's Fire Prevention Program. To outline personnel responsibilities , provide implementation instructions and methods used for command to monitor the success of the fire prevention program. Should a deviation of an established procedure or directive occur because of an actual emergency, the individuals involved will furnish the Commanding General, USASC, with a complete report of the incident as soon as possible after the event.
2. Applicability. This fire prevention program applies to all personnel and resources assigned or attached to this command. A copy of this program will be maintained in each directorate of the USASC.
3. General. This program is tailored to the normal office environment of the USASC.
4. Goals. The goal of this program is to conserve resources through the elimination of fire hazards/accidents. Fire prevention is an inherent function of leadership. Designating fire prevention as a leadership function does not release any individual from personal responsibilities. Fire prevention awareness must become an integral part of everyday thinking so as to arouse a spirit of pride in the safe accomplishment of our mission.
5. USASC Fire Marshall. The USASC Fire Marshall will be a supervisor or in a supervisory grade level appropriate to the duties of Fire Marshall and be appointed on orders. The USASC Fire Marshall will be responsible for the overall supervision of the USASC Fire Prevention Program. The USASC Fire Marshall duties will include, but not be limited to, the following:
 - a. Serves as the technical advisor to the USASC Commanding General on matters pertaining to fire prevention and protection.
 - b. Is responsible to the USASC Commanding General for implementation and supervision of the fire prevention program.
 - c. Advises installation Fire Chief of any discrepancies needing immediate corrective actions.

- d. Establishes USASC fire/evacuation plan.
- e. Designates a Fire Warden for each assigned building and ensures all personnel are properly trained to use fire extinguishers.
- f. Maintains an up-to-date list of USASC Fire Wardens.
- g. Coordinates with USASC Fire Wardens for the conduct of fire drills.
- h. Maintains coordination with the Installation Fire Marshall and attends appropriate Fire Marshall meetings.
- i. Serves as a member on the USASC Safety Council.

6. USASC Building Fire Wardens. A USASC building fire warden will be designated for each building assigned to USASC. Fire wardens will be an NCO or GS-5 or above civilian and be appointed on orders. The fire wardens will be responsible for the inspections of assigned areas during normal operations and at the close of business. The operations staff duty officer (SDO) will be responsible for ensuring the security of building 4905 and the temporary buildings prior to departing the building. Additionally, fire wardens will coordinate evacuation plans with the USASC Fire Marshall, conduct fire evacuation drills with fire prevention personnel, and inform the USASC Fire Marshall monthly of any new findings and/or deficiencies corrected. Fire wardens will conduct a weekly visual inspection of all fire extinguishers within their assigned areas of responsibility. Fire wardens will notify the USASC Fire Marshall of any fire extinguishers needing servicing.

7. Purpose of Fire Warden Inspections.

- a. Detect and eliminate fire hazards.
- b. Determine condition of fire extinguishers.

8. Fire Plan.

- a. Alarm.

(1) Any person discovering a fire will alert all occupants of the building by activating the fire alarm system and calling the fire department from the nearest telephone (dial 117) giving the following information:

- (a) Name of caller:_____
- (b) Building number:_____
- (c) Location of building:_____

(2) The person reporting the fire will then post themselves at the front of the building so they can best direct the fire department to the scene of the fire.

b. Evacuation of personnel.

(1) Personnel, upon notification of a fire in the building, will leave in an orderly manner by the nearest exits. Personnel will walk, not run, when vacating the building.

(2) Personnel will assemble outside and well clear of the building.

(3) Personnel will ensure that all windows and doors are closed prior to evacuating the building.

c. Fire drills. The building fire warden, after coordinating with the USASC Fire Marshall, will conduct a fire drill in accordance with instructions in paragraph 28, USAAVNC-R 420-5, and checklist items called for in participation in the annual Fire Prevention Week.

d. Inspections.

(1) Fire wardens will conduct inspections monthly and annotate on USAAVNC Form 173 (Monthly Inspection Record) and maintain a record for one year.

(2) Fire wardens will conduct a quarterly inspection and will use DA Form 5381-R (Building Fire Inspections) to record findings and document inspections.

(3) DA Form 5382-R (Hazard Deficiency Inspection Board) will be used to inform functional managers.

(4) DA Form 5383-R will be used and displayed for operating hot plates and coffee makers.

e. Smoking. Smoking will be permitted in designated areas only.

f. Fire extinguishers.

(1) USASC fire wardens are responsible for ensuring that fire extinguishers are sealed, kept in serviceable condition, and readily accessible.

(2) When fire extinguishers have been used to control fire, accidentally discharged, seals broken, or inoperative for any other reason, the fire warden of the building affected, IAW USAAVNC-R 420-5, will deliver the extinguisher to the maintenance shop, building 404, for required servicing.

(3) Training in the use of portable fire extinguishers will be provided to each employee at the time of employment and at least annually thereafter (OSHA STD 1910.157.g.1.).

9. Fire Prevention. The following safety precautions will apply to all USASC buildings and their occupants.

- a. Weeds and grass will be kept trimmed around all buildings.
- b. Cardboard and wooden containers will not be used for trash collection. Containers of this nature will be disposed of in an appropriate dumpster type container.
- c. Flammable liquids will not be stored in the buildings except for a small amount of necessary chemicals needed for normal operation to the Marketing and Media Directorate and Information Management Directorate.
- d. No door exit will be blocked, locked, or bolted in any manner when the building is occupied.
- e. Clearances from electrical lights and exposed conductors on all sides will be at least 18 inches.
- f. All electrical machinery, equipment, and appliances, except those designed and controlled automatically, will be disconnected when not in use and always at the close of the day. Computer equipment need not be disconnected from the wall receptacle, but must be turned off prior to vacating the building.
- g. All personal computer (PC) equipment must be equipped with a "surge protector" at the electrical outlet.
- h. Electrical wires will not be hung on nails, screws, or the like, nor will they be wrapped around wooden or metal posts or pipes. Extension cords or service cords will not be extended through doorways, windows, walls, or other openings.
- i. Burned out circuit interruptions (fuses, circuit breakers) will not be bridged or connected in any manner to increase capacity or to resume service. Circuit interruptions in excess of 20 amperes will not be used unless approved by DEH.
- j. The use of multiple sockets is prohibited except for protected sockets used with data processing equipment.
- k. Switch panels, fuse boxes, and the like will not be blocked or obstructed.
- l. Flexible electrical cords will not be used for fixed wiring.

m. Ash trays will not be emptied into waste baskets, but will be emptied into an approved covered metal container.

n. The last person to leave a building will conduct a security check.

Annex 4

Safety Awards Program

Safety Awards Program

Annex 4

U.S. Army Safety Center Commander's Accident Prevention Program.

1. PURPOSE. To establish an awards program within the U.S. Army Safety Center. A program in which all personnel may participate and share the benefits that such a program cultivates.

2. TYPES OF AWARDS.

a. Aviation Awards.

(1) Application. Active flight personnel to include flight surgeons.

(2) DA certificates (1119-1) or locally produced Safety Center aviation certificates will be awarded to all flight crewmen who complete a tour with the Safety Center mishap-free regardless of hours flown.

(3) Mishap-free tenure awards (such as a picture of the C-12 or respective aircraft personnel are assigned) may also be given to flight crewmen who have successfully completed a mishap-free flying tour with the Safety Center.

(4) Broken wing awards are covered under AR 672-74.

b. Non-aviation Awards.

(1) Application. All personnel are included in this awards program.

(2) Mileage awards. In recognition of driving 10,000 accident- and citation-free miles (military), or 1 year (whichever is less). Military and civilian personnel using government vehicles may receive a DA Form 1118 or 1119-1.

The safety officer will be the administrator of this program. He will maintain the individual driver's data sheet. To become enrolled within the program, a participant need only furnish some basic information (on a pre-printed form) to the safety officer who will have these forms available. Once a driver achieves a specific award level, he need only get his original form from the safety officer and finish filling it out.

Verification will be by the supervisor (by signing a statement at the bottom of the form) and the participant will then turn his or her form into the safety officer.

c. IMPACT SAFETY AWARDS. These are awards (determined by each directorate) which allow reasonable latitude to each directorate chief in recognizing his or her personnel for doing work above and beyond their peers toward safety goals. Criteria to be considered include:

- Safety performance in their duty environment.
- Willingness to take on safety responsibilities or assisting others to accomplish tasks safely.
- Time at the Safety Center based on accident-free work or recreation.

It is difficult, if not impossible, to specify "exacting" criteria. This award is intended to capture those people who support us or those personnel in the less glamorous positions where visibility is simply not there. For this reason, the directorate chiefs have the latitude to give Impact Safety Awards. However, an approximate 50-100 word justification should be submitted to the Commander (attention: Unit Safety Officer) for award issue.

DRIVER AWARD FORM

NAME (Last, first, MI) _____ Date: _____

SSN: _____ Section/Directorate _____

Phone: _____

Home Address: _____

VEHICLES USED FOR MILEAGE TABULATION:

	Type Vehicle	Start Mileage	End Mileage	Total
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

I certify to the best of my reasonable ability, that

_____ has achieved _____, _____ miles
(Name)

between _____ and _____
(Date) (Date)

Take to the unit safety officer for proper processing.